



Terms of Reference for the Operations Assistant - Intern

FIXED TERM CONTRACT – 6 MONTHS

1. Background

The Southern African Development Community Groundwater Management Institute (SADCGMI) is established as the Centre of Excellence for groundwater management in the SADC region hosted by the Council for Scientific and Industrial Research (CSIR) Pretoria, South Africa on behalf of and under the strategic guidance of the SADC Secretariat, Directorate of Infrastructure and Services – Water Division, in Gaborone, Botswana. The mandate of the SADC-GMI is to promote sustainable groundwater management and provide solutions to groundwater challenges through creating an enabling policy, legal and regulatory environment, capacity development, advancing research, supporting groundwater infrastructure development, and enabling dialogue and accessibility of groundwater information in the SADC region.

2. The role of SADC-GMI

Promote sustainable groundwater management and provide solutions to groundwater challenges in the SADC region through building capacity, providing training, advancing research, supporting infrastructure development, and enabling dialogue and exchange of groundwater information. Conduct and support SADC Member States in groundwater research, and serve as a focal interlocutor with national, regional, and international groundwater initiatives. Currently, SADC-GMI is implementing the Sustainable Management of Groundwater in SADC Member States Project Phase 2, funded by the multi-donor trust fund Cooperation in International Waters in Africa (CIWA) and the Global Environment Facility through the World Bank.

3. About the position

SADC-GMI invites interested individuals who have recently graduated with a degree in an Administration/Management -related field to apply for a fixed term (6 months) entry position to support the Operations Unit at the Southern African Development Community Groundwater Management Institute (SADC-GMI), based in Pretoria South Africa.

The incumbent will assist the operations unit with the following tasks:

- Provide administrative support on a day-to-day basis.
- Support with travel & logistics arrangements for different meetings, workshops, conferences, and trainings.
- Support in organizing and scheduling meetings
- Prepare meeting agendas and coordinate logistics for internal meetings
- Support with the assets management activities.
- Support with ordering, inventory, and maintaining adequate office supplies. Maintain office equipment and arrange for repairs when necessary.
- Perform other work which is consistent with the essential functions of the job.

4. Skills requirements

- Ability to perform basic math and accounting skills
- Ability to apply accounting and bookkeeping skills
- Ability to work independently
- Organizational skills
- Working knowledge of MS Office software applications
- Excellent interpersonal skills
- Ability to work under pressure
- Effective oral and written communication skills
- Ability to Multi-task and work on multiple projects at the same time.

5. Duration of the internship

This operations intern position will continue for a fixed term period of 6 months after the signing of the contract without any expectation for an extension of the performance period. If deemed necessary, an extension of the contract will be by mutual agreement and will be based on good performance and the availability of fun